



**1 NOVEMBER 2003**

***Contracting***

***DELEGATION OF CABLE TELEVISION  
(CATV) SERVICE RESPONSIBILITIES***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 437 CS/SCM (Lt John C. Cooper)

Certified by: 437 CS/CC (Lt Col John W. Keffer)

Pages: 4

Distribution: F

---

This operating instruction outlines organizational responsibilities in the management of the Base Cable Television (CATV) franchise agreement in accordance with AFI 64-101. This instruction is applicable to all organizations on Charleston AFB that require support for cable television installation and operation.

**1. Responsibilities:**

**1.1. 437th Airlift Wing (AW) Commander:**

1.1.1. Recommend approval/disapproval of License to Use Real Property to the Air Force Real Estate Agency, or appropriate Major Command where required. The Base Civil Engineer is responsible for processing and coordinating the License. (Ref: SAF/AQCO).

**1.2. 437th Mission Support Group Commander:**

1.2.1. Is the CATV franchise authority. Approve/sign franchises on behalf of the United States Air Force. Franchise authority may not be delegated, but the authority to negotiate and administer franchise agreements may be delegated to the contracting officer. As franchise authority, the Mission Support Group commander is responsible for regulation of cable services (number of channels, etc.), conducting town hall meetings (to discuss impact of rate increases, etc.), and addressing complaints to the local community franchise authority where an installation is using the local community franchise to obtain CATV services. (Ref: SAF/AQCO).

**1.3. 437th Contracting Squadron (437 CONS):**

1.3.1. Serves as the business advisor to the wing commander.

1.3.2. With assistance from the Functional Area Chief (FAC), Base Civil Engineer (BCE), and Public Affairs (PA), negotiates and administers franchise agreements on behalf of the franchise authority.

1.3.3. Solicits, awards, and administers contract instruments for cable television services and is assisted by the BCE and FAC.

1.3.4. Approves invoices for payment after CATV subscriber / service charges are validated by the QAE.

1.3.5. Notifies the CATV provider of any loss of service or discrepancies after being notified by the QAE. Maintains a duplicate copy of the QAE's log detailing service difficulties and/or discrepancies in the official contract file.

1.4. 437th Civil Engineering Squadron (437 CES):

1.4.1. Provides necessary data and process the License to Use Real Property through the Air Force Real Estate Agency/DR or appropriate major command.

1.4.2. Partners with 437 CONS in providing information necessary to execute the franchise agreement.

1.4.3. Surveys potential installation sites to determine suitability/availability of land space for additional CATV providers.

1.4.4. Provides utility services to the cable franchisee as applicable.

1.4.5. Grants excavation permits to the licensee.

1.5. 437th Communications Squadron (437 CS):

1.5.1. As the FAC, is responsible for the statement of work and technical evaluation of proposals for the base CATV franchise agreement.

1.5.2. Validates and periodically re-validates justifications for CATV service paid for by operation and maintenance (O&M) funds.

1.5.3. Ensures CATV services comply with technical parameters as addressed in the License to Use Real Property agreement.

1.5.4. Serves as the Quality Assurance Evaluator (QAE), and the FAC for the base CATV contract.

1.5.4.1. Reconciles billing invoices for centrally funded accounts and accepts the services on behalf of the government. Submits billing report.

1.5.4.2. Notifies 437 CONS of any loss of service or discrepancies. Maintains a log of all such subscriber service difficulties.

1.5.5. Will maintain a database listing of all official CATV outlets on CAFB. The database will be provided to 437 CONS.

1.5.6. Is the approval authority for base funding of CATV requests. The FAC will only approve monthly service payments via central base funds for those O&M unit requests which meet the following criteria: 24-hour control centers, commanders' offices, units directly supporting the CAFB mission that require numerous sources of weather and news information, living areas, and one break area per building if it is the only area that all unit members can access.

1.6. 437th Airlift Wing Public Affairs (437 AW/PA):

- 1.6.1. Determines requirement for having an installation government access channel. Use of the government access channel may be procured from a CATV provider, or the CATV provider may provide such a channel(s) as consideration for the use of government land. Note: Although the Cable Act allows franchising authorities to require CATV providers to provide the capability for a government access channel and an educational channel, the Government cannot require a contractor to provide free programming over a government access channel other than as consideration for a privilege or other benefit.
- 1.6.2. Controls editorial content of material shown on a government access channel.
- 1.6.3. Coordinates with the program manager or local commercial station for download of Air Force Television News programs and other official Air Force Internal Information video news releases.
- 1.6.4. Coordinates repair and servicing of all CAFB Commander's Access Channel equipment.
- 1.6.5. Responsible for scheduling programming for and modifying broadcasts on the Commander's Access Channel and will serve as the base focal point for approved wing broadcasts.
- 1.6.6. Maintains accountability for all Commanders' Access Channel equipment.
- 1.7. Base Staff Judge Advocate (JA):
  - 1.7.1. Provides legal advice to base personnel on CATV issues.
  - 1.7.2. Ensures franchise agreements are not in contravention of U.S. copyright laws.
  - 1.7.3. Interfaces with SAF/GCQ for Air Force legal policy on CATV issues.
- 1.8. Base Subscribers:
  - 1.8.1. All organizations must identify and justify their requirements. Organizations will submit an AF Form 3215, (IT/NSS Requirements Document), with unit commander signature to 437 CS/SCX for all official CATV requests.
  - 1.8.2. Transportation working capital fund (TWCF) units and units within the 315<sup>th</sup> Airlift Wing should also route an AF Form 3215 through 437 CS to provide accountability for all cable drops installed on Charleston AFB.
  - 1.8.3. All units will pay for initial CATV installation/activation costs.
  - 1.8.4. Group commanders will appoint, in writing, a Telephone Control Officer (TCO) as primary and alternate CATV Monitors. CATV monitors will serve as the single focal point for coordinating payments, installation, maintenance, and removal of official CATV service.
    - 1.8.4.1. The TCO's will coordinate repair service between CATV provider and official customer and verify repair service performance. The TCO will report the total duration of all CATV outages to the 437 CS QAE for reimbursement purposes. The QAE will then report totals to the 437 CS FAC and 437 CONS.
    - 1.8.4.2. For tracking purposes, squadron TCOs will notify the CS QAE of all CATV installations, disconnects, and other changes regardless of the type or method of funding involved.
  - 1.8.5. Military family housing, individual dormitory rooms, and private organizations are responsible for coordinating payments, installation, maintenance, and removal of CATV service through the CATV provider.

## **2. Terms Explained:**

- 2.1. Official CATV Service: Official use of cable television for missions directly related to military or federal government operations or activities. This includes units requiring access to Cable News Network service, weather service, waiting room cable service, etc. Group commanders, or his delegated authority, have the authority to determine whether individual offices are authorized to receive CATV. Final authority, however, resides with the 437 AW Commander or his delegated approval authority.
- 2.2. Franchise Authority: The Mission Support Group Commander or equivalent has the authority to approve and sign franchises on behalf of the U. S. Air Force.
- 2.3. Cable Act: Collectively means the Cable Communications Policy Act of 1984 and the Cable Television Consumer Protection and Competition Act of 1992 as amended by the Telecommunications Act of 1996.
- 2.4. License to Use Real Property: A legal instrument that allows non-DoD organizations to utilize real property belonging to the U.S. Air Force. In regard to cable television service, this instrument is used to allow the CATV service provider to install and maintain physical cable and related equipment on the installation.
- 2.5. Private Party Access: Must have the Wing Commander's approval for non-DoD personnel and entities to legally enter the installation.

## **3. CATV Service Provision Policy:**

- 3.1. As a general policy, agencies authorized to receive official CATV service will receive the basic CATV service detailed in the base franchise agreement.
  - 3.1.1. Agencies who wish to receive digital CATV service or any other service that is not considered basic CATV will have to get approval and pay for the service out of the organizations funds.
- 3.2. 437 CS/SCM will provide technical advice to those organizations that wish to procure official CATV service.

BROOKS L. BASH, Colonel, USAF  
Commander, 437th Airlift Wing